



# APPLICATION TO MAKE DEPOSIT OR REDEPOSIT

## CIVIL SERVICE RETIREMENT SYSTEM

### TO AVOID DELAY IN PROCESSING:

1. Read the attached information carefully.
2. Typewrite or print in ink.
3. Complete Part A in full and have your employing agency complete Part B. If you are not Federally employed, Part B need not be completed.

### A. TO BE COMPLETED BY THE APPLICANT

1. Name (Last) (First) (Middle)	2. List All Other Names You Have Used
4. Address (Number and Street)	5. Department or Agency in Which Presently or Last Employed, Including Bureau, Branch or Division
(City, State and Zip Code)	7. Location of Employment (City and Street)

List below in chronological order all "deposit" periods of civilian service during which no Civil Service Retirement deductions were withheld from your salary and all periods of civilian service during which "retirement deductions were withheld and later refunded to you.

Department or Agency, Including Bureau, Branch or Division, Where Employed	Location of Employment (City and State)	Title of Position	Period Beginning Date

9. Are Deductions for Civil Service Retirement Now Being Withheld From Your Salary? <input type="checkbox"/> Yes <input type="checkbox"/> No	10. If Your Answer is "No," Give the Date of Separation From Your Last Position Under the Civil Service Retirement Law _____
Signature of Applicant	Telephone Number (including area code) Where You Can Be Reached During Business Hours _____

<b>B. TO BE COMPLETED BY THE EMPLOYING AGENCY</b>	
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**INSTRUCTIONS TO THE AGENCY** – This application is not to be used as a means for verifying service for leave, retention or other non-retirement purposes. For information on how to verify service for nonretirement purposes or for establishing creditability of service are contained in the Federal Personnel Manual, Part 261, Subpart 2. If you need to verify service for nonretirement purposes or for establishing creditability of service, please attach a separate sheet. Show the name and Social Security number of the applicant on the separate sheet (do not use this space for this purpose).

1. Is the employee in a position subject to Civil Service Retirement Coverage?

☐ No ☒ Yes

2. Exact date Civil Service Retirement deductions began appointment:

### 3. CIVILIAN SERVICE NOT UNDER A RETIREMENT SYSTEM FOR FEDERAL EMPLOYEES

From verified service documented in official personnel records, list any Federal civilian service not subject to a retirement system for employees. If total basic salary earned for any such period of service is known, a summary entry may be entered on the right-hand side of the table. Do not include any period of service for which a change affecting basic salary during the period of service. Any period of nondeduction service claimed on the front of this form which is not supported by official personnel records should be listed and noted in the "Leave Without Pay" column as "Unverified." NOTE: This information will also be requested (or verified) for the employee's retirement. The agency should keep a copy of this schedule to facilitate completion of the SF 2801-1.

Nature of Action (Appt., pro, res., etc.)	Effective Date (Mo., Day, Year)	Basic Salary Rate	Salary Basic (Per annum, per hour, WAE, etc.)	Leave Without Pay	If Basic Salary Make	
					From (Mo., Day, Year)	To (Mo., Day, Year)

**CERTIFICATION** — The information entered above is based on official records of this agency and is correct. There is no official personnel file for this employee. If the employee is not in the official personnel file, the information entered above is based on the information provided by the employee and marked "Unverified" in Item 3.

Agency Address

Signature \_\_\_\_\_

Official Title
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## INFORMATION REGARDING DEPOSIT AND REDEPOSIT

### CIVIL SERVICE RETIREMENT SYSTEM

*Read this information carefully before filling out the attached application.*

### PRIVACY ACT STATEMENT

Title 5, U.S. Code, authorizes solicitation of this information. The data you furnish will be used to determine your eligibility to make deposits into the Civil Service Retirement Fund.

This information may be shared with national, state, local, or other charitable or social security administrative agencies to determine eligibility for benefits or with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law.

Provision of this information is voluntary; however, failure to supply all of the requested information may result in the inability to determine your eligibility for benefits.

### WHAT YOU SHOULD KNOW ABOUT DEPOSIT FOR CIVILIAN SERVICE UNDER CSRS

**DEPOSIT** is a payment to the retirement fund to cover a period of civilian service during which no retirement deductions were withheld from salary (also called "nondeduction" service).

**DEPOSIT IS OPTIONAL.** You do not have to make it if you do not wish to do so.

**DEPOSIT CANNOT BE MADE** for military service before January 1, 1957, periods of separation or leave without pay, or for time covered by a lump-sum leave payment.

**AMOUNT OF DEPOSIT** will be the percentage of your basic salary shown below, plus interest from the midpoint of each period involved to the date of the deposit (or commencing date of annuity, if earlier). Interest is computed at 4% to December 31, 1947, and at 3% to December 31, 1984, compounded annually. After December 31, 1984, the interest rate for each calendar year will vary with that earned by new retirement fund securities. This variable interest rate will be charged only for deposit service performed on or after October 1, 1982. The interest rate for deposit service performed before October 1, 1982, will continue to be 3%.

#### IF DEPOSIT COVERS SERVICE BETWEEN

#### PERCENTAGE OF BASIC SALARY IS

July 1, 1926, and June 30, 1942	3½%
July 1, 1942, and June 30, 1948	5%
July 1, 1948, and October 31, 1956	6%
November 1, 1956, and December 31, 1969	6½%
	7%

(Certain special categories of employees are subject to higher percentage deductions as specified in 5 U.S.C. 8334.)

**DEPOSITS CANNOT BE WITHDRAWN** unless a refund of all your retirement deductions or alternative annuity and lump-sum payment is made. If you make a deposit, become eligible for a refund after more than one year of service and have less than 5 years of service, interest will be payable on the refund.

**POSTPONING PAYMENT OF DEPOSIT** will cause you to pay additional interest. However, so long as the money is not used for other purposes. You may postpone payment until you retire, and, in the event of death before retirement, you may make a deposit.

#### IF DEPOSIT IS NOT MADE

◆ **For nondeduction service performed before October 1, 1982:** You will receive credit for this service toward your retirement annuity. The credit will be permanently reduced by 10% of the amount of the deposit of \$600 is required and it is not paid by \$60 a year (or \$5 a month). On the other hand, if you do not make a deposit, it will increase the annuity by \$60 a year (or \$5 a month).

◆ **For nondeduction service performed on or after October 1, 1982:** You will receive no credit for this service in the computation of your retirement annuity. The credit for this service will be used to determine the length of your service for average salary purposes.

## WHAT YOU SHOULD KNOW ABOUT REDEPOSIT

**REDEPOSIT** is a payment to the retirement fund covering a period of service for which retirement deductions were withheld from salary and later refunded to you.

**REDEPOSIT IS OPTIONAL.** You do not have to make it if you do not wish to do so.

**AMOUNT OF REDEPOSIT** will be the sum of the refund plus interest from the date the refund was paid to the date of redeposit (or commencing date of annuity, if earlier). Interest is computed at 4% to December 31, 1947, and 3% to December 31, 1984, compounded annually. After December 31, 1984, the interest rate for each calendar year will vary with that earned by new retirement fund securities. If your application for refund (SF 2802) for a period or periods of service was received by OPM or your employing agency on or after October 1, 1982, your interest rate for the redeposit due for the period(s) of service will vary from year to year after December 31, 1984. Otherwise, you will be charged 4% through 1947 and 3% thereafter. Interest is charged through all periods of employment and after October

**REDEPOSIT CANNOT BE WITHDRAWN** or obtain a refund of all your retirement deductions. You must elect an alternative annuity and lump-sum payment.

**POSTPONING PAYMENT OF REDEPOSIT** will result in the payment of additional interest. However, so long as you do not use your money for other purposes. You can postpone payment until you retire, or, in the event of death before retirement, for your beneficiary.

**IF REDEPOSIT IS NOT MADE**, you will receive a refund for the period of service covered by the redeposit. There will be a reduction in the amount of your annuity, if you are entitled to a widow's (or widower's) annuity. However, the refund will be for title and average salary purposes whether or not you are currently employed.

## PROCEDURES GOVERNING DEPOSIT AND REDEPOSIT

**DEPOSIT OR REDEPOSIT** can be made by employees now serving under the Civil Service Retirement law, by separated employees who are entitled to an annuity, or by eligible widows, widowers, or former spouse of deceased employees. An applicant for retirement is automatically given an opportunity to make the deposit when the application for retirement is processed. **An employee should not file an application to make deposit or redeposit if he or she contemplates retirement.**

**IF YOU ARE EMPLOYED** by the Federal or District of Columbia Government, you must send your completed application to your department or agency first because they must certify it.

**IF YOU ARE SEPARATED** from the Federal or District of Columbia Government, send your completed application directly to the Office of Personnel Management, Refund and Deposit Section, P.O. Box 45, Boyers, PA 16020.

**INSTRUCTIONS** for making payment together with the application are sent to you as soon as the processing of your application begins. In the meantime, though, once your application is received, you should send it. If you file and do not receive an acknowledgment from the agency to be sure your application was received.

**INSTALLMENT PAYMENTS** of at least \$50 per month can be made on the chargeable or the unpaid balance, so that additional payments can be made as you receive them.

**ADDITIONAL INFORMATION** and assistance can be obtained from the personnel office of the Government agency you are employed. If this source of information is not available, contact the Office of Personnel Management, Civil Service and Records Center, Boyers, PA 16017, or call (717) 765-1000.